

**VACANCY ANNOUNCEMENT
TOBYHANNA ARMY DEPOT
TOBYHANNA, PENNSYLVANIA 18466-5077**

TYPE OF VACANCY:	Non-Appropriated Fund Vacancy
FILING DATE:	14 July 2005
CLOSING DATE:	20 July 2005
JOB TITLE, SERIES AND GRADE:	Secretary, NF-0318-02
STARTING RATE:	\$10.00 - \$15.00
LOCATION:	D/Community Services Office of the Director
AREA OF CONSIDERATION:	All Non-Appropriated Fund Employees and Outside Sources
TYPE OF APPOINTMENT:	Regular Full-Time
DUTY SCHEDULE:	40 Hours Per Week

STANDARD REQUIREMENTS: **Direct Deposit Is Required.** As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

NOTICE: MALE APPLICANTS BORN AFTER DECEMBER 31, 1959 MUST COMPLETE A PRE-EMPLOYMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION.

NOTICE: IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

BENEFITS: Health/Life Insurance Plan; Retirement/401K Savings Plan; Social Security participation, Liberal sick and annual leave, merit salary increases.

SUMMARY OF DUTIES:

Coordinates and follows through on numerous details required in the administration of the office. Receives, sorts, distributes the mail; monitors projects to insure that suspense dates are met. Insures compliance with policies and procedures governing preparation, routing and approval of correspondence.

Composes and types documents in final form. Maintains files in accordance with the Army functional file systems.

SPECIAL CONDITIONS OF EMPLOYMENT:

All required background checks IAW current AR 215-3 and related regulations. A satisfactory Local Agency Check (LAC) will be required. A health assessment is required for physical suitability.

QUALIFICATION REQUIREMENTS

Progressively responsible work experience which demonstrates the ability to perform the duties described above. Ability to type 40 words per minutes.

HOW TO APPLY: Submit completed DA Form 3433 (Optional Application for Non-appropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplemental Employment Application Form) as a condition of employment. If **PRIOR MILITARY**, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising **MILITARY SPOUSE PREFERENCE**, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is a basis for termination of **SPOUSE EMPLOYMENT PREFERENCE (SEP)** entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, ATTN: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077**. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m. Applications must be received in the above office by the closing date of this announcement.

EMPLOYMENT PREFERENCE: (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

Spouse Employment Preference (SEP): Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

Involuntarily Separated Military (ISM): Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond
Human Resources Assistant